

Professional and Managerial Branch  
Museum Curatorial and Education Group  
Art Museum Curator Series

**ART MUSEUM CURATOR**

11/01(JAS)

**General Purpose**

Under direction, manage on-going art museum activities and special projects.

**Typical Duties:**

Oversee acquisition, exhibition, preservation, security, authentication, documentation and storage of artifact and art work collections. Involves: Direct or conduct research to identify, restore and exhibit art collections and individual works. Conceive, organize and design installations for in-house and gallery exhibitions. Coordinate the presentation of traveling exhibitions. Initiate new museum programs. Study origin, composition, history, and current value of objects. Evaluate exhibition and program proposals from artists and other museums and make recommendations to the Director. Coordinate conservation and research of works of art in the permanent collection.

Coordinate publicity, public and community relations. Involves: Arrange for publicity and publication of invitations and other printed materials for exhibitions and various curatorial projects. Respond to media inquiries and occasionally serve as spokesperson for the museum for media. Represent the museum at educational and social functions and in the community. Meet with artists to evaluate work. Interact with museum members, Advisory Board and prospective donors.

Perform administrative duties. Involves: Oversee artwork handling and inventory maintenance. Develop and administer department curatorial budget. Participate in development and implementation of department policies and plans. Write and submit grant proposals, journal articles, publicity materials, label copy, exhibit brochures and catalogs. Assist with negotiations to purchase, sell, exchange or loan collections. Provide designated support for programs, projects or activities. Log activities, and prepare and submit recurring or requested activity or status reports. Respond to and direct activities during emergencies. Attend meetings, conventions and civic events to promote museum use, solicit donations and financing. Assist visitors and respond to inquiries.

Supervise assigned regular and volunteer personnel. Involves: Schedule, assign, and review operational and procedural activities. Prioritize and coordinate Art Museum activities. Instruct, guide and check work. Prepare employee performance evaluations. Provide training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

**Knowledge, Skills, and Abilities**

- Application of considerable knowledge of research, analysis and interpretation of art and art history.
- Application of considerable knowledge of museum operational methods, techniques and procedures.
- Application of considerable knowledge of the proper controlled environment, handling, care and preservation of art objects and artifacts.
- Application of considerable knowledge of planning, designing and preparing museum exhibits, educational and promotional events and activities.
- Application of considerable knowledge of public relations, marketing and customer service methods and practices.
- Application of good knowledge in the utilization of computer hardware, software and peripherals to develop presentations, graphics, publications, invitations and advertisement for the Museum.
- Application of good knowledge of supervisory practices and procedures.
- Application of some knowledge of budget development and control techniques.
- Interpretation of federal, state, and City laws, rules, regulations, related to acquisition, preservation and handling of art objects and artifacts, state and local labor and occupational safety and health rules and regulations.
- Establish and maintain effective working relationships with coworkers, officials, contractors, granting agencies, foundations and the general public.
- Clear, concise oral and written communication to research, analyze, prepare and submit grant proposals, journal articles, publicity articles, budget proposals, respond to media inquiries, prepare marketing and advertisement and other management level reports, make presentations.

**Other Job Characteristics**

- Occasional bending, stooping, crouching, climbing and working on adders and lifts, exposure to hazardous chemicals and fumes, power and hand tools utilized in the design and execution of museum displays or handling and preservation of museum artifacts.
- Occasional lifting, carrying and transporting materials, artifacts and displays weighing up to 50 pounds.
- Frequent public presentations.
- Work extended hours, weekends and holidays on a rotating or as needed basis.

**Minimum Qualifications**

Education and Experience: Equivalent to a combination of an accredited Master's degree in museum studies, art history or a related field, and two (2) years of professional art museum exhibit development or design or curatorial experience.

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Director of Personnel

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Department Head